



SW Region's "Eye on Training" This Month Our Eye is on **CHRTAS**

CIVILIAN
HUMAN
RESOURCE
TRAINING
APPPLICATION
SYSTEM

The SW Region HRDD announces the implementation of the Civilian Human Resource Training Application System AKA "CHRTAS".

CHRA TMD began using CHRTAS as their course management system in October 2004.

The CHRA, SW Region has recently received approval to be a School House in CHRTAS. We are beginning to transition to CHRTAS as our new course management system. CHRTAS has many automated features that will benefit the HRDD staff, supervisors, and the student participating in the training.

Our first step is to enter our courses into Army Training Requirements and Resources System (ATRRS). The second step is to enter those courses into CHRTAS with the specific information and dates.

TUTORIALS

CHRA has developed two tutorials for the CHRTAS Course Management System. We recommend that you view these resources to familiarize yourself with CHRTAS.

Step-by-Step Instructions:

[CHRTAS HOW TO MODULES](#)

Powerpoint Presentation:

[CHRTAS STUDENT TUTORIAL](#)

POINTS OF CONTACT

Mary Sproat
Phone – 785-239-0594 DSN 856-0594
Email – mary.sproat@us.army.mil

Darlene Locke
Phone – 785-239-0944 DSN 856-0944
Email – Darlene.locke@us.army.mil

BUILDING A PROFILE

Everyone (students/supervisors) needs to logon to CHRTAS to create his/her profile.

Follow the Instructions below to create your profile:

1. On the left menu "Student Function"
2. Click on **Create/Update Student Profile**
3. Sign in/Log on to CHRTAS
 - a. The Category is always **ARMY**
 - b. Add your **Social Security Number**
 - c. Use the drop down menus to add your **Date of Birth**
 - d. Click on **"LOGON!"** Button
 - e. You will receive a note requesting verification of the SSN and DOB entered. Click the appropriate response to continue.
 - f. You will receive a note indicating the category you choose. Just remember to always use **ARMY**. Click on the **"CONTINUE"** button.

When building profiles it is important to ensure that email addresses are entered correctly. Class Reservations and Travel Orders are forwarded to the student's email address and the request for supervisor's approval is forwarded to the supervisor's email address. Both these email addresses **MUST BE** correct in the profile for the information to flow to the right person.

NOTE TO SUPERVISORS:

When a student applies for a class in CHRTAS, the supervisor will receive an automated email requesting approval. Replying to this email WILL NOT submit your approval. Supervisors must access CHRTAS to approve a student nomination.

LINK TO CHRTAS

[Civilian Human Resource Training Application System \(CHRTAS\)](#)

CUSTOMER FEEDBACK

This is a new system for us and we are here to help you with the process, answer your questions, and work through the little issues that may arise during this transition period.

Your feedback and comments are valuable to us.



Manuel Smith
Chief, HRDD, SW Region
785-239-0088
Manuel.Smith@cpocswr.army.mil

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